



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 691.7

Job Title: **SURVEILLANCE INVESTIGATOR-EPIDEMIOLOGY**

Pay Grade: 17

GENERAL SUMMARY:

Performs surveillance related to disease outbreak and/or bio-terrorism activities within the Bureau of Epidemiology. Provides reports to Epidemiologist Supervisor or Staff Epidemiologist team leader regarding progress of activities.

RESPONSIBILITIES:

- Conducts surveillance related to disease outbreaks and/or bio-terrorism activities and interviews patients and/or medical facilities.
- Secures medical records and information related to disease outbreaks and/or bio-terrorism activities.
- Performs field investigation activities related to disease outbreaks and/or suspected bio-terrorism activity as instructed by Staff Epidemiologists, and is available twenty-four hours a day, seven days a week to respond to suspected outbreaks.
- Collects and analyzes data and prepares reports on investigative activities and findings to be reviewed by Staff Epidemiologists and Epidemiologist Supervisor.
- Acts as liaison to medical facilities and other governmental agencies involved in surveillance activities and projects. Establishes rapport with staff at these agencies. Identifies concerns and reports them to the Staff Epidemiologists and/or Epidemiologist Supervisor.
- Assists Staff Epidemiologists in developing preventive measures and intervention in controlling disease outbreaks and/or bio-terrorism activities.
- Performs other duties as assigned by Staff Epidemiologists and/or Epidemiologist Supervisor.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Public Health, Physical Sciences, Social Sciences or a related field.

EXPERIENCE:

Two years of professional experience in public health or health care are required.

Progressively responsible professional experience in public health or health care may be substituted for the educational requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Surveillance Investigator - Epidemiology
Staff Epidemiologist
Epidemiologist Supervisor
Epidemiologist Manager

Effective: August 2004